



The Camden College

Job Description

Post title:	English Tutor 1.0 FTE (Salaried)
Responsible to:	Curriculum Manager for English and Maths
Salary:	£25,854-£32,317 Pro Rata per annum

Main Purpose of Job:

1. To deliver outstanding English provision at the College to ensure that achievement and the student experience are exceptional.
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Summary of Responsibilities and Personal Duties:

Teaching & Learning

1. Teach an agreed allocation of teaching hours per year including associated preparation and marking and develop and implement teaching strategies which ensure learners are successful and have an outstanding learning experience.
2. Ensure schemes of work, lesson plans and individual learning plans are completed to a high standard
3. Design and prepare high quality learning materials
4. Ensure e-learning and digital resources are used effectively to facilitate learning
5. Monitor attendance, punctuality and retention in all classes to seek to ensure it is above target
6. Assess students, including initial, diagnostic, formative and summative assessments, internal verification and supervision of examinations
7. Comply fully with RaRPA processes for non-accredited provision
8. Contribute to college curriculum development
9. Work with the Curriculum Manager English to ensure departmental resources are of high quality
10. Undertake staff development, staff appraisals and attend staff meetings as required and requested
11. Keep records up-to-date, including the completion of registers and other required documentation
12. Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans
13. Participate in enrolment days ensuring that potential students receive accurate information and guidance
14. Model excellent practice in teaching and management of your classes and learners and provide support and mentoring as required to colleagues

General

1. Maintain up to date knowledge of developments and best practice in your area to provide sound professional advice to staff
2. Comply with and actively promote all college policies with full regard for equalities, health and safety and safeguarding requirements
3. Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance
4. Be a role model of excellence and professionalism for all staff and students
5. Perform other duties as may be required by the Line Manager or the Principal to ensure the efficient functioning of the College.

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS)

The job description is accurate at July 2019 but is subject to change and development in line with the needs of the College

PERSON SPECIFICATION – English Tutor (Salaried)

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

		Essential	Desirable
	Qualifications		
1	Degree or appropriate equivalent level qualification in relevant subject	✓	
2	Teaching qualification	✓	
	Experience		
3	Substantial successful and relevant experience of teaching literacy to adults on a range of accredited and non-accredited courses	✓	
4	Participation in internal standardisation of accredited and non-accredited provision and working with External Verifiers for accredited courses to improve the learning experience		✓
5	Up-to-date knowledge of Curriculum and exam requirements for GCSE and/or Functional Skills English	✓	
6	Promoting equality and diversity	✓	
	Knowledge, Skills and Abilities		
7	Broad knowledge of subject area	✓	
8	Ability to use a range of teaching, learning and assessment strategies currently considered good practice	✓	
9	Ability to support students' individual needs, enabling them to make progress	✓	
10	Understanding of the needs and interests of adults engaging in learning and of those who face barriers to employment	✓	
11	ICT skills sufficient to deliver e-learning and support organisational work	✓	
12	Understanding of the importance of retention and achievement and of a range of strategies to maximise these	✓	
13	Excellent organisational ability and time management	✓	
14	Excellent written and verbal communication skills	✓	
15	Proactive, self-motivated and ability to manage change		✓



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APPLICATION AND PROCESS

We hope that you are excited by the prospect of working at the oldest adult FE College in Europe and we are convinced that you will find WMC a great place to work

Good luck and we look forward to receiving your application

How to Apply

To apply, please download the application form from our website www.wmcollege.ac.uk. Once you have completed your application form, you can either email it back to recruitment@wmcollege.ac.uk or send it by post to:

HR Department
Working Men's College
44 Crowndale Road
NW1 1TR

Applicants will be shortlisted for interview by matching the details given on their application form against the Job Description and Person Specification for the role. We would therefore ask applicants to provide clear evidence to show how their experience, skills and knowledge match those requirements.

Closing Date

9:00 pm Sunday 18 August 2019

Interviews

The interview for this post will be held on **Friday 23rd and Tuesday 27th August 2019**. Candidates who are shortlisted for interview will be asked to perform some tests prior to the interviews.

Further information

To find out more about this role, please contact
HR Department on: 020 7255 4728
or by email: recruitment@wmcollege.ac.uk

